

A.11 Policy for Travel Expenses of Elected Officials Reimbursement

Members of the ICA Board, Representative Assembly, and Boards of the Post Graduate Education Councils as volunteers serve without salary or honorarium.

Elected leaders of the ICA and its councils are encouraged to cover their own travel expenses to Board meetings, the Annual Convention and other ICA related travel whenever feasible. Board members, when checking into their hotel, have the option to pay for their room or have it go onto the Master Account at in person board meetings. Incidental expenses are always the responsibility of Board members. Board members are encouraged to cover their airline costs, or to use points; however, if needed, the ICA will reimburse a board member for 30-day advance purchase coach rate flight.

The Executive Director and Executive Committee of the Board shall develop a reimbursement standard with procedures each year prior to the annual meeting and provide it to the Assembly members 6 months ahead of the meeting. That policy will resemble the below message:

Representative Assembly Reimbursement Policy for the 2023 Annual

Convention: The Representative Assembly Members who attend in person will be reimbursed Air Fare (Economy rate, 30-day advance purchase) up to \$500 for US and \$800 for Canadian and International Representatives. The Representative Assembly Members will also be provided a per diem of \$50/per day in which they are attendance at the convention, provided they are present for the roll calls (Afternoon Session Thursday, Morning and Afternoon Sessions Friday of the Assembly) and the Saturday afternoon through the end of the General ICA Members meeting; that they provide their Annual written report 7 days before the Annual Convention. Reimbursements for airline ticket requires an airline receipt of purchase with currency (not points). If points are used, only the actual currency outlay will be reimbursed. All reimbursement requests should be submitted to accounting@chiropractic.org (Mrs. Lorie Marsh) within 30 days of the conclusion of the Convention. Reimbursements will be processed and mailed within two weeks of receipt.

It is asked that all that are able consider donating their travel reimbursement back to the ICA.

Please register for the Convention at: <https://icaevents.org/convention2023/>

And please use the RA discount code for registration: **ICAREpAssembly23**

Also, please book your hotel as soon as possible.

<https://icaevents.org/convention2023/hotel/>

A reimbursement form will be sent to you before the convention.

The Form for Submitting a Report on your jurisdiction will be distributed next week.

The formal schedule is in development and will be sent once the RA Leadership have approved it.

Standing Rules:

All Expenses that the ICA will reimburse require pre-approval.

All Reimbursements require the submission of a receipt.

Reimbursement Requests should be submitted within 30 days of the event/expense.

It is the ICA policy to reimburse approved travel expenses within 30 days of receiving a reimbursement request by check delivered by standard first-class US Postal Service.

(Last Reviewed and Approved by the ICA Board on April 13, 2023)